

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

**BAY de NOC COMMUNITY COLLEGE
Catherine Bonifas Board Room (201D)
Escanaba, MI**

July 18, 2018

- I CALL TO ORDER:** The meeting was called to order at 6 p.m. ET by Chair, Joy Hopkins.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Terri Mileski, Eric Lundin, Tom Butch, Bill Lake, Joy Hopkins
- Members absent: Steve Davis, Phil Strom
- Administration: Kevin Carlson, Kim Carne, Laura Coleman, Christine Williams
- Faculty: Molly Campbell
- Staff: Tina Jensen, Emilie Schada
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV APPROVAL OF AGENDA:** Joy Hopkins stated a legal opinion was received for discussion by trustees. The discussion should be added on the agenda under New Business.
- It was motioned by Bill Lake and seconded by Eric Lundin to:
- “Amend the Agenda to include Discussion of a Legal Opinion under New Business.”** No discussion. Motion carried unanimously.
- V DECLARATION OF INTEREST:** None

VI CONSENT AGENDA:

The consent agenda included minutes from the Special and Regular Meetings on June 20 for approval.

It was motioned by Tom Butch and seconded by Eric Lundin to:

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on July 18, 2018, as presented.”

No discussion. Motion carried unanimously.

VII PRESENTATIONS:

A New Employee:

Emilie Schada:

Kim Carne, VP of College Advancement, introduced Emilie Schada, the new Community Events and Marketing Coordinator. Emilie has a BA degree from WMU and a Masters of Public Administration from GVSU. She came to Bay from CUPPAD where she was a Regional Planner/Grant Manager. Emilie is also an active member of the arts community.

Trustees welcomed Emilie.

B Employee in New Position:

Tina Jensen:

Dr. Coleman introduced Tina Jensen as the new TRiO Program Intake Coordinator.

Tina is a Bay graduate, was hired as a work study student, and then as an Enrollment Facilitator at West Campus in 2013. She has been selected to complement the TRiO Program as the Intake Coordinator at the Escanaba campus.

Emilie and Tina have been going through the new week-long onboarding process this week.

Trustees welcomed Tina.

Tina left the meeting.

VIII ADMINISTRATIVE REPORTS:

A President’s Report:

MSU Institute of Agricultural Technology:

President Coleman reported:

Delta County MSU Extension hosted a meeting on campus on July 17 with education and community leaders to discuss the MSU Institute of Agricultural Technology (IAT) Partnership programs.

Ten Michigan community colleges are partners offering Associate of Arts degrees and certificates in agricultural technology programs.

Information on the number of farms, average acres, and crop and livestock sales by county in the U.P. was shared. Training opportunities for the next generation of farming are only available in Lower Michigan. Farming today requires learning about technology and new chemicals. The IAT programs provide training in these areas and the business aspects of farming.

MSU and the partner community college each teach half the courses in the program. The courses through MSU are available online and by ITV. The partnership Bay would enter would offer an Associate Degree in Agricultural Operations requiring 60 credit hours. The programs have succeeded at other community colleges and would fulfill a need in the U.P. Students interested in transferring to MSU for further agricultural degrees would be accepted through this program.

The College is participating in an interest survey for the program by collecting responses at the Bay College U.P. State Fair booth. The survey will also be conducted at the Miracle of Life Building by MSU Extension.

The College will begin work on the program curriculum so it can be offered next year (fall 2019). MSU requires partner schools share the cost of a program counselor position. The position at Bay would be part-time.

New Hires:

Cindy Carter has accepted the Dean of Business, Technology and Workforce Development position.

Eileen Sparpana has accepted the CFO position.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, was absent.

C Student Services:

Travis Blume, VP of Student Services, was absent. Dr. Coleman reviewed enrollment:

Fall 2018 Enrollment:

Enrollment for fall 2018 today compared to last year is down 3%. Student Services is working diligently to contact students through an outbound call campaign and three text messages for returning students and a new recruiting event on July 26 for nontraditional students featuring the Mechatronics and Welding programs.

The *Career Focus* publication was recently delivered to households throughout the U.P.

Summer Enrollment: The final Summer 1 & 2 enrollment report was available in the Board Report. Summer enrollment was up due to the availability of Pell Grant monies.

D Operations: Christine Williams, VP of Operations, had nothing additional to report.

E College Advancement: Kim Carne, VP of College Advancement, reported:

New Foundation Brochure: A new Foundation brochure was shared with trustees. The updated brochure will be used with estate and gift planning.

Career Focus: Tom Butch complimented the *Career Focus* publication as one of the best produced.

Golf Outing: The Foundation Golf Outing on July 19 has a full slate of golfers. The sponsor list was shared. Kim extended thanks to all the volunteers for their help with the outing.

Annual Event Bookings: The three-year summary of event bookings at the Escanaba campus reflected the number of bookings doubled, bookings for Business & Industry increased five times, and overall revenue to the College tripled. This success is attributed to the work of Melissa VanBrocklin, the Conference Coordinator for the last three years.

The West Campus reports on a two-year cycle. Bookings at West Campus doubled and revenue more than doubled over the last two years.

Events bring community members to the campuses and it is exciting to see new people using the facilities besides returning customers.

Strings on the Bay: Bill Lake commented the first two *Strings on the Bay* concerts were great. Kim added sponsorship was very supportive this year. The next concert is on August 7.

F Finance, Training & Development:

Kevin Carlson, VP of Finance, Training & Development, reported:

No financial reports were available this month due to the audit review underway.

Kevin thanked the Board for the opportunities he was given to work at West Campus and the M-TEC besides his duties as CFO. He enjoyed the last three years at Bay and is looking forward to continuing to work with the College through his position at MARESA.

Trustees thanked Kevin for the wonderful work he has done for the College and wished him well.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending June 30, 2018.

On a motion made by Bill Lake and seconded by Terri Mileski:

“The Financial Transactions for the month ending June 30, 2018, stand approved as presented to place on file.”

Roll Call:

Ayes: Terri Mileski, Eric Lundin, Tom Butch, Bill Lake, Joy Hopkins

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

None

XII MCCA UPDATE:

Dr. Coleman reported:

Summer Conference:

The MCCA Summer Conference will be attended next week by herself, Tom Butch, Terri Mileski, Bill Lake, and Joy Hopkins.

MPSERs:

Governor Snyder signed legislation so colleges no longer have to pay into MPSERs for student workers. Student workers also had to pay 4% of their wages to MPSERs. Eighteen schools were not

